

PUBLIC SERVICES COMMITTEE
MINUTES OF JUNE 25, 2019

#1 CALL TO ORDER

Chairman Foster called the Public Services Committee meeting to order at 6:02 p.m. at the Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois.

Roll Call was answered by Chairman Steve Foster, Aldermen Brenda Brown, R.J. Davis, Dan Duncheon, and Tom Stone. Absent was Vice Chairman Sharon McMahon and Alderman Steve Nichols. A quorum was present.

Others Present were Mayor Rickey Williams, Jr., Aldermen Sherry Pickering, Mike O'Kane, and Aaron Troglia, City Clerk Lisa Monson, City Comptroller Shelley Scott, Interim Fire Chief Don McMasters, Human Relations Administrator Sandra Finch, Information Technology Administrator Agnel DSilva, Payroll and Personnel Manager Jamie White, Senior Planner Tyson Terhune, Interim Police Chief Chris Yates, Risk Manager Kathy Courson, 2 audience members and 2 news media were also present.

#2 APPROVAL OF MINUTES

Chairman Foster presented the Minutes of the regular meeting of May 28, 2019. Alderman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman Duncheon. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Chairman Foster presented the agenda and announced the removal of Item 9-A Resolution: Confirming Approval of Simulcast Radio System. Alderman Duncheon moved for approval as amended, seconded by Alderman Stone. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS - None

#5 CHAIRMAN'S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Foster presented Payrolls for June 21, 2019, of \$514,723.91. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Stone. There being no questions, the roll call vote being:

Ayes: Aldermen Brown, Davis, Duncheon, Stone, Foster

Nays: None

Absent: Aldermen McMahon, Nichols

Motion carried 5 to 0 with 2 absent.

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Foster presented Schedule of Vouchers Payable for June 25, 2019, of \$546,322.85. Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Duncheon. There being no questions, the roll call vote being:

Ayes: Aldermen Davis, Duncheon, Stone, Brown, Foster

Nays: None

Absent: Aldermen McMahon, Nichols

Motion carried 5 to 0 with 2 absent.

#8...CITY CLERK'S REPORT – Lisa Monson, City Clerk

#8-A) Items of Information

- Clerk Monson reported staff is completing liquor license renewals.
- The IML Conference will be held Thursday, September 19, 2019 to Saturday, September 21, 2019. Clerk Monson stated she e-mailed a list of conference sessions to the Aldermen and to let her know if assistance is needed in registering for the conference.

#9...DANVILLE PUBLIC BUILDING COMMISSION – Terry Scott, Director

#9-A) [previously removed.]

#10...FINANCE– Shelley Scott, Comptroller

#10-A) Chairman Foster presented a resolution approving agreement with Azavar Government Solutions, Inc. to conduct a contingency based review of the Cable Television Franchise Agreement (Agreement) with Comcast of Illinois/Indiana/Ohio, LLC in Section 5.2 *Franchise Fees Subject to Audit*, and according to the audit standards set forth in the *Illinois Municipal Code at 65 ILCS 5/11-42-11.05* (Municipal Franchise Fee Review), which allows for the City, or City's designee, to inspect the Grantee's financial records. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. After all questions were addressed, the roll call vote being:

Ayes: Aldermen Duncheon, Stone, Brown, Davis, Foster

Nays: None

Absent: Aldermen McMahon, Nichols

Motion carried 5 to 0 with 2 absent.

#10-B) ITEMS OF INFORMATION

#10-B-1) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager

Manager Courson presented the May 2019 Statistics stating Blue Cross/Blue Shield of Illinois and Health Alliance Insurance Premiums for employees, firefighter duty disabilities and police duty disabilities, and incentives which totaled \$317,848.80, for retirees \$43,508.45, and for Library Employees \$16,001.94; May Worker's Compensation totaled ten, and there were ten Liability claims submitted. The total cost of health premiums in May 2019 totaled \$377,359.19 and the total cost of health premiums for May 2018 totaled \$374,563.82. Manager Courson reported the EAP (Employee Assistance Program) will begin July 1, 2019 which will include various informational meetings for the employees and supervisors.

#10-B-2) PERSONNEL MONTHLY REPORT – Jamie White, Payroll and Personnel Manager

Manager White presented the Personnel Report as of June 25, 2019, stating 228 employees eligible for benefits and 49 part-time/seasonal/temporary/intern employees, with six new hires, no transfers, and two separations. Applications are being accepted for City Electrician, Grants & Planning Manager, and Extra Board Bus Drivers, which are on-going.

#10-B-3) Additional Items of Information

Comptroller Scott reported the audit has been going well. Alderman Duncheon stated he has talked to many hotel owners and voiced concern they were not informed of the increase to the hotel/motel tax, effective May 1, 2019 until the process of when the taxes were due which is now. He also stated the process to change the tax in their computer system is a long involved process. Comptroller Scott stated she has drafted a letter to be sent to them, but was waiting on the Mayor's approval. The letter will document what was done and one of the paragraphs will state the City complied with the Illinois State Statutes with notification the way the City publicized the increase our ordinance, but this lets them know that in the interest of fairness and transparency and on a case by case basis, the City may elect to waive the imposition of the additional 1% tax for the period of May 1, 2019 through June 10, 2019 which is when the hotel owners received communication of the new tax form. The letter will be mailed out tomorrow. Alderman Duncheon feels July 1, 2019 would be a much better date and asked how much does the one percent generate for the City. Comptroller Scott stated each month varies, but for the month of May it was about \$9,600.00. Chairman Foster stated goodwill is important. Alderman Duncheon stated can we forgive this in the spirit of cooperation and Mayor Williams responded that the City did not provide the best customer service, but he does not believe most of the folks did not know the tax increase was coming. Comptroller Scott stated some of the delay in getting this resolved for the last two weeks was when she and staff members were speaking to a couple of hotel owners was due to it taking a while to get all of the opinions and input needed to be able to address it as not only was it state law we needed to comply with, but our own ordinances, and what level of authority rests with each position, because she was not sure if she had the authority to waive the fee until today.

#11...FIRE- Don McMasters, Interim Fire Chief

#11-A-1) Items of Information

Chief McMasters presented the Monthly Incident Report for May 1, 2019, through May 31, 2019, stating 287 total incidents were recorded and total estimated loss in fires was \$99,200.00. There were 13 fire incidents, of those, five were building fires, two were cooking fires, one was mobile property (vehicle) fire, two outside rubbish, trash or waste fire, and one outside equipment fire. There were 182 rescue or EMS incidents, which accounted for 63% of the service. Breaking that down, 76 were EMS calls, three were motor vehicle accidents with injuries, five were motor vehicle accidents with no injuries, one medical assist lifting patient, and there were 96 medical assists. Chief McMasters introduced Captain Justin Watt who distributed a handout that included Overtime Comparison with the SAFER Grant from May 8th thru June 18th payrolls for 2018 and 2019. He stated May 15, 2019 started the counting for manning for all eight probationary firefighters. The total overtime in 2018 for 05/08/18 to 06/18/18 was \$84,155.78 and the total overtime in 2019 for 05/08/19 to 06/18/19 was \$36,948.80. SAFER will pay 100% for three positions and the other three positions the City will spend approximately \$21,000.00 by the end of the fiscal year. The difference is due to health insurance. The total cost of a probationary firefighter is \$77,236.40, which is what FEMA will pay out and anything over that amount, the City will incur. SAFER is paying the difference in the unfunded pension liability. The Fire Division is still awaiting for the award of the AFG (Assistance to Firefighters Grant) that coincides with SAFER to pay for the training, any overtime/backfill, meals and hotel costs. It will also pay for the cost of the full assemble of gear that is used, which is roughly \$289,000.00 that was applied for. Captain Watt plans to give a quarterly SAFER Grant report. Chief McMasters also reported 16 firefighters are undergoing an incident safety officer course and potential probationary firefighters have finished their written tests so the City has eleven personnel that are moving on to the oral interviews in the next couple of weeks. The scores will be tallied, then the Board of Fire and Police Commissioners will approve and have the eligibility list in place to make a hire to fill Assistant Chief Milholland's vacancy. Chief McMasters reported the HAZMAT team is still working on obtaining pricing on items.

#12...HUMAN RELATIONS – Sandra Finch, Administrator

#12-A-1) Items of Information

- Administrator Finch reported that for the period of May 21, 2019, through June 17, 2019, the office handled 27 complaints, which consisted of ten police complaints, one complaint against other city employees, 10 employment complaints, and six housing complaints.
- Administrator Finch announced Community Day will take place Sunday, July 14, 2019 at Lincoln Park, from 2:30 p.m. to 4:30 p.m. with Alderman Brown being one of the singers for the event.

#13...INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

#13-A) Items of Information

Administrator DSilva reported the City went "live" with Tyler Cashiering and a new credit card system. There have been some issues in the beginning, but he believes they are all resolved. Staff is also working on the Law Enforcement records project and have finished week two build and are looking at a "go live" date of October 1st. He also reported staff is looking at updating the Firehouse software in a couple of weeks with a new version. The City has renegotiated the Verizon contract and will be saving an additional \$200.00 per month going forward. Verizon will also give Public Safety officials higher priority during a disaster so he will be providing them a list. He stated he is continuing to put together a Disaster Recovery Plan and he plans to give a presentation to the Council on October 1st. Alderman Duncheon asked if the City was now accepting hotel/motel taxes with credit cards with the new system. Comptroller Scott responded it is a percentage of the transaction and is not a straight fee and we are considering bringing a resolution back to Council to remove that restriction in the future, but right now, the City is at the very beginning and we want to make sure everything runs smoothly and we have full functionality before it is brought back to the Council. Mayor Williams stated the City does not receive a fee anymore when someone uses a credit card. It is paid directly to the vendor.

#14...LEGAL – Rickey Williams, Mayor

#14-A) Chairman Foster presented an ordinance amending Chapter 96 of the City Code Pertaining to Intoxicating Liquor to amend Section 96.22 to add language Gaming Revenue, For any license issued under this chapter that allows for video gaming on the licensed premises, the revenue the license holder may generate from video gaming shall not exceed 49% of the license holder's total gross revenue. Alderman Duncheon moved to dispense with the reading and asked for approval, seconded by Alderman Stone.

Mayor Williams stated it had always been conveyed to the Council in order to have a gaming license the establishment could not receive more than a certain percentage of their revenue from gaming. Upon further review of the ordinance, a figure is not expressly stated so due to the fact that we have been operating that way, then it needs to be codified into the City's law. He also stated the percentage will prevent gaming parlors. After all questions were addressed, the roll call vote being:

Ayes: Aldermen Stone, Brown, Davis, Duncheon, Foster

Nays: None

Absent: Aldermen McMahon, Nichols

Motion carried 5 to 0 with 2 absent.

#14-B) Items of Information

#14-B-1) Discussion of Amending Chapter 118 – Video Gaming Licensing

Mayor Williams stated the Gambling Expansion bill the Governor will be signing soon does allow the City to increase the Video Gaming Terminals (VGT) from five to six machines. Alderman Duncheon asked if the City could reduce the number of VGT's per establishment and Mayor Williams stated he would have to look into that. Alderman Stone asked about charging a VGT fee and what the City charges currently charges for the license. Clerk Monson stated there is currently no license fee nor fee per terminal. Mayor Williams stated this was recommended and discussed as possible additional revenue during the Fiscal Year 2020 budget discussions, but, unfortunately, we did not have the support of the Council. Aldermen Stone and Duncheon feel it is a good time to revisit that. Mayor Williams asked for a recommendation from Alderman Stone or Alderman Duncheon as there are many different ways to charge fees as some can be charged to the operator, the premise or a fee for each VGT.

#15...POLICE – Chris Yates, Interim Police Chief

#15-A) Items of Information

#15-A-1) Chief Yates presented the Danville Police Division Monthly Report from June 1, 2019 to June 24, 2019. There was a grand total of 2,412 calls for service, domestic disturbances were at 196, civil disturbances at 141, and suspicious persons at 150. He stated the total calls for service have been decreased from 3,418 calls for service in May to 2,412 calls for service from 6/1 to 6/24/19, which was a direct result of pro-active work and moving officers shifts around. The contracted overtime has been reduced for first shift from 27 eight-hour shifts in 2018 to 4 eight-hour shifts in 2019. He stated more police officers are on the streets such as DACC interns helping at Friendlytown. He stated the Police Division has had a wonderful partnership with the Housing Authority of the City of Danville, which is to everyone's benefit. Police officers are getting out of their cars a lot more. The hold up with getting additional officers right now is the academy. The next academy starts September 16th and our intention on September 11th is to make the selections and get a specific number going. Mayor Williams reported a lateral hire has been made with another one expected soon. Chief Yates reported he is still waiting to hear a response on the body camera grant. There will be a sergeant's test on July 13th. Chairman Foster asked about training auxiliary for certain things. Chief Yates responded he plans to develop an auxiliary police program again to supplement patrols, but he has to look into the laws on that. He would like to have an auxiliary class sometime in November. He also reminded Aldermen to schedule a ride-along with a police officer.

#16...PUBLIC WORKS – Carl Carpenter, Director

#16-A) Chairman Foster presented a resolution approving agreement with the Illinois Housing Development Authority (IHDA) for funding, in the amount of \$33,400.00, the demolition of targeted properties in East Main Street corridor thru the Abandoned Property Program (APP), Round 4 and amending the IHDA APP FY 2019-2020 budget (Fund 712) by reducing line item 712-712-00-46240 from \$40,000 to \$33,400; reduce line item 712-712-00-52099 from \$20,000 to \$16,700; and reduce line item 712-712-00-54099 from \$20,000 to \$16,700. Alderman Duncheon moved to dispense with the reading and asked for approval, seconded by Alderman Stone. Planner Terhune stated the City is looking at 5 Wisconsin, 14 Illinois, and 2612 East Main, all city-owned for demolitions. Mayor Williams thanked Planner Terhune and Community Development Specialist Christina Turner for being very proactive. After all questions were addressed, the roll call vote being:

Ayes: Aldermen Brown, Davis, Duncheon, Stone, Foster

Nays: None

Absent: Aldermen McMahon, Nichols

Motion carried 5 to 0 with 2 absent.

#16-B) Items of Information - None

#17 CLOSED SESSION was not needed.

#18 ITEMS OF INFORMATION - None

#19 COMMITTEE MEMBERS' COMMENTS

- Alderman Stone announced the Center City Neighborhood Association block party will be Sunday, June 30th from 2:00 p.m. to 5:00 p.m. at Central Christian Church.
- Mayor Williams announced there will be a presentation on the casino procurement on Tuesday, July 2nd during the next City Council meeting.

#20 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Foster at 7:30 p.m. following a motion by Alderman Brown and a second by Alderman Duncheon.



Lisa K. Monson, City Clerk

Approved: 07/24/19

Posted Publicly: 07/25/19